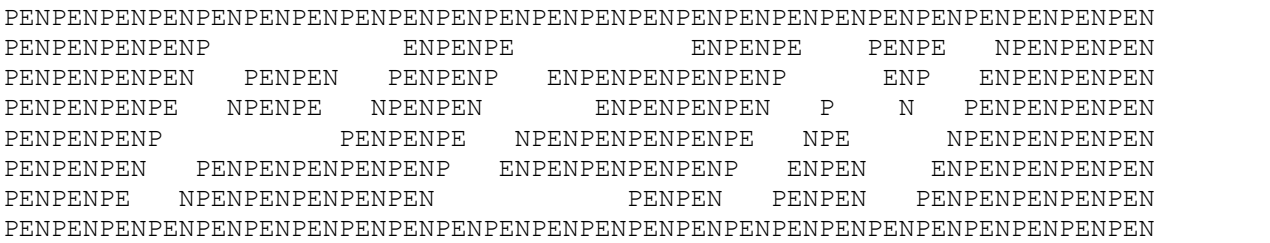

No. 22 April 1989 Oppenheimer Software

This is the twenty second edition of the Periodic Electronic Newsletter (PEN) for MCI Mail users assigned to Oppenheimer Software (MCI Mail agency NY4). You may respond to the PEN by typing ANSWER at the COMMAND: line that appears after you read this. This mailbox (218-0241) is toll free - you may write to it as often as you wish, at no charge! (Please note that you may order a toll free mail box - contact Oppenheimer Software for more information.)

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>>>>>>>>>>>>>>>>>>>>
NEED ANOTHER MAILBOX?
>>>>>>>>>>>>>>>>>>>>

Need another mailbox or account on MCI Mail? A SCRIPT called NEWUSER is available to allow you to register new mailboxes or accounts on MCI Mail, or provide referral information for others needing information. To use this feature, at the Command: prompt,

CREATE USING NEWUSER

Answer all questions, and follow the instructions at the end of the SCRIPT. You will be notified as soon as the new mailbox/account is active.

The NEWUSER script has been in use for over two years. Hundreds of new accounts, set up with the SCRIPT, have been "up and running", usually within 24 to 36 hours.

Note...
If you access MCI Mail via Lotus Express, Desktop Express or any of MCI Mail's LINK products, you will need to access MCI Mail via the interactive "terminal" mode.

>>>>>>>>>>>>>>>>>>>>>>>>
PRODUCT INFORMATION FORUM
>>>>>>>>>>>>>>>>>>>>>>>>

Businesses in the know sponsor lunch time vendor forums. These meetings provide an opportunity for the area managers to become familiar with new services and products in an casual setting without taking time off to visit trade shows. Managers and employees get a chance to learn about cost saving technologies used in other areas of the company through informal discussions, and question and answer periods.

If you would like to have an MCI Mail representative come to one of your forums, please message us at mailbox 218-0241.

>>>>>>>>>>>>
REMINDER #1
>>>>>>>>>>>

On February 1, MCI Mail switched to toll free access for all domestic users.

Don't forget to change your access number in your communications program according to the table below. It will save you money.

Access Speed	800 Telephone Number
300, 1200 bps 8 bit, 1 stop, no parity	800-234-6245
2400 bps 7 bit, 1 stop, even parity	800-456-6245
Lotus Express & Desktop Express (up to 2400 bps)	800-825-1515

Please message us at mailbox 218-0241 or call MCI Mail Customer Support at 800-444-MAIL if you have any questions or need assistance.

>>>>>>>>>>>
REMINDER #2
>>>>>>>>>>>

If people are asking why you are working so late, it may be because your 4:30 PM MCI Mail message was time stamped 5:30 PM. No, there is nothing wrong with the clocks at MCI... rather, you need to adjust your time zone from Standard to Daylight time

If you use MCI Mail interactively, follow this dialogue:

Command: ACCOUNT

Do you wish to see your current ACCOUNT settings? NO
ACCOUNT setting you wish to change: TIME

```
Please enter your time zone: EDT
^---(or your local time zone)
ACCOUNT setting you wish to change:
Are settings PERManent or TEMPorary: PERM
New ACCOUNT settings are now in effect.

Command:
```

If you are a Lotus Express user, don't forget to change your time zone there too.

Bring up the Communications Manager {ALT}{SHIFT}X, roll the cursor to the bottom of the screen and change it to EDT (or your local time zone).

It may also help to adjust the time in your computer. See your computer manuals for more information.

>>>>>>>>>>>>>>>>>>>>>>>>
WORD PERFECT AND MCI MAIL
>>>>>>>>>>>>>>>>>>>>>>>>

Word Perfect has become one of the most popular word processing programs used today. The latest version (5.0) bridges the gap between traditional word processing programs, and desktop publishing packages.

Word Perfect offers such features as a dictionary, thesaurus, column modes, mail merge, etc. that can be helpful when creating documents to be sent via MCI Mail.

Here are some hints:

1. Most PC's and terminals only support 80 columns. Be sure to set your fonts to 10 pitch. If you set it to 12 pitch (elite), your document will be too wide to read on the receiving screen. Of course if you are sending a telex, be sure to set your margins to 69 - the standard width for telex terminals.

2. Don't bother with graphics, fancy fonts etc. They will not be transmitted on MCI Mail.

3. DO NOT TRANSMIT A FILE YOU HAVE "SAVED" with {F10}. These files contain Word Perfect internal codes that will not travel on MCI Mail.

4. For simple documents, the "TEXT OUT" ({CTRL}{F6}) can be used. This process removes all "non-ASCII" codes. However, special features such as indents, columns, margins, table of contents, indexes, etc. will also be lost. To preserve these attributes, you need to "print" the document to a disk file. To do this, switch printers to the DOS TEXT printer ({{SHIFT}{F7}S....DOS TEXT PRINTER). Then proceed to print the document as you normally would. The file DOS.TXT will contain the document with non-printer specific formatting in place. This file can be transmitted via MCI Mail. Indeed, the PEN Newsletter is prepared in this way.

Of course you can send the original SAVEd document as an ATTACHed file if you and the recipient are using Lotus Express. You create

your envelope as usual, include any message you want, and then press {F10}{File}{Attach}{file name}. The recipient reads the message with Lotus Express, UNATTACHes it ({F10}{File}{Save}{Attachment}{file name}) and loads the resultant file into Word Perfect, with all of the "reveal codes" codes included.

5. Word Perfects LIST FILE feature can be very helpful when you are looking for a Lotus Express message containing a specific text. All Lotus Express documents are stored in the subdirectory \MAILSYS\????.FLD where ???? is the name of the folder. By pressing {F5} followed by this path name, all of the documents will be displayed. Notice that they all follow the format S???.LTR. The ??? will be a number between 1 and 400. Messages names A???.??? are ATTACHed file and should be ignored. To look for a specific phrase, choose the WORD SEARCH function. When complete, Word Perfect will place asterisks next to the file[s] containing the phrase. Note the date next to the file name. Now, press {ALT}{SHIFT}R{ALT}G to go to the folder, roll to that date and your message will be there. It is very important that you not alter or delete the file with Word Perfect. All such changes should be done in Lotus Express

>>>>>>>>>>>>>>>>>>
SILENCE THAT MODEM
>>>>>>>>>>>>>>>>>>

Do you find that your modem interrupts your daily nap ...er... deep thinking session when Lotus Express checks for mail? Would you prefer to enjoy a deeper sleep ...er... thoughts?

Lotus Express can be configured to silence your Hayes (and 100% compatible) modem. To do this, type:
{ALT}{SHIFT}X
to bring up the communications manager.

Then press to bring up the detail screen. Press the cursor down key until the CONNECTION STRING line is lit.

Then type:
+++|~ATZ|~ATQ0V1E1F1X1|~ATL1|~ATDT@n|@+w@m

The | character is created by typing {SHIFT}\.

This cryptic command is translated as:

Modem command	Meaning
+++	Hang up phone
|	Return
~	pause
ATZ	Reset modem
|	Return
~	pause
ATQ0V1E1F1X1	Enable modem echo

Results as words

Full duplex
1200 baud

|	Return
~	pause
ATL1	Set desired volume
|	Return
~	pause
ATDT	Dial following number
@n	Transmit phone number recorded in the Communications Manager
|	Return
@+w	Wait for carrier signal.
@m	Perform logon sequence - determines how to logon based on whether an MCI Mail or Tymnet number was dialed.

characters.

Silence is golden.

>>>>>>>>>>>>>>>>>>>>>>>>>
SPEAKING OF SLEEPING......
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Does your modem share the phone line with your telephone? Would you prefer to have Lotus Express dial out at a specific time of day (or night)?

Normally, Lotus Express can not be started at a specific time of day. As soon as you type "EXPRESS", Lotus Express will start up, and immediately dial into MCI Mail to check for mail.

However, you can write a simple program in BASICA, and a very short BATCH file that will start Lotus Express at any time you want.

Try this:

Use your text editor to write the following Batch file:

```
BASICA WAIT.BAS
EXPRESS.BAT
```

Store the file (named DELAY.BAT) in the root directory.

Then, use your text editor write the following BASIC program:

```
100 IF TIME$<>"23:00" THEN GOTO 100
200 SYSTEM
```

The time in this program is "23:00" - 11:00 PM in military format. Of course the "23:00" should be replaced with the time you wants Lotus Express to start.

This should also be stored in your root directory under the name WAIT.BAS, along with BASICA.COM.

Now, when you type DELAY at the C: prompt, the WAIT.BAS program will run until 23:00 hours, then return to the C: prompt, for the next command in DELAY batch file (EXPRESS.BAT) to run.

This simple scheme will provide you with some additional control over Lotus Express.

>>>>>>>>>>>>
JEFFREY LANT
>>>>>>>>>>>>

A new bulletin board has been created that contains articles by Jeffrey Lant. These articles cover the following topics:

How To Raise Money For Your Organization
How to Use Humor In Business Speeches
Creating a Brochure!and Cover Letter
Successful Presentations
How To Bring Order To Desk Chaos
How To Avoid Desktop Publishing Disappointment

To read these, at the Command: prompt, type:
VIEW JEFFREY LANT
At the next prompt, type:
SCAN

You may now READ or PRINT any of the articles, just as though you had SCANned your INBOX. To leave the bulletin board, type "LEAVE".

Remember that there is a $.30/minute charge while VIEWing bulletin boards.

>>>>>>>>>>
POWER USER
>>>>>>>>>>

Definition: A Power User is someone who knows a program so well that he/she can not find what they want in the manual.

Many of you have been using MCI Mail for years on a daily basis. The commands and features that you regularly use end up defining the capabilities of MCI Mail. However, there are capabilities that may go beyond your current "vocabulary".

In the next few PEN issues, we'll "reintroduce" you to a few features you may have overlooked. This issue, it is the Control Codes.

If you use Lotus Express, Desktop Express or other LINK interfaces to access MCI Mail, this information will not apply to you.

Up to now, you may have limited your typing to letters, numbers, punctuation, and . MCI also offers a number of commands that are accessed by control codes.

A control code is a command entered by pressing the "control" (sometimes marked CTRL) key simultaneously with another key on the keyboard.

Key	Action
S	Pause output from MCI Mail to your screen

Q Resume output (use after pressing S)
H Delete last character entered (use instead)
W Delete last word entered (like multiple , but easier)
X Delete entire current line
R Erase current line and redisplay. Very helpful when noise on the phone line leaves you unsure of what keystrokes MCI Mail has actually recorded.
L Forces a page break. Usually used for hard copy and Fax Dispatch.
O (letter "O") followed by will terminate current output and eventually return you to the Command: prompt. This undocumented command is best used when you have issued the PRINT command for a long document that you no longer wish to read.

>>>>>>>>>>>>>>>>>>>>>>>>>>>
WANT TO BECOME A POWER USER?
>>>>>>>>>>>>>>>>>>>>>>>>>>>

THE COMPLETE MCI MAIL HANDBOOK by PC Magazine columnist Stephen Manes is the first and only book devoted to covering every aspect of MCI Mail (except Fax Dispatch - released after the book was published); from the basics to the most advanced topics.

The table of contents says it all:

Foreword by William G. McGowan
Introduction
Chapter 1: Getting Started
Chapter 2: Getting On-Line
Chapter 3: Beginners Only:
The 99-Cent Tour
Chapter 4: MCI Mail Basics--and
Some Advanced Considerations
Chapter 5: Viewing and Capturing
Messages
Chapter 6: Creating Messages: Basics
Chapter 7: Creating Instant Messages
--and Sending Them
Chapter 8: Editing Messages
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Chapter 10: Manipulating Your
Mailbox: ANS, FORWARD,
INCLUDE, and DELETE
Chapter 11: Uploading Envelopes
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Chapter 15: Scripts: An Introduction
Chapter 16: Telex Transmissions
Chapter 17: Corresponding with Other
E-Mail Services
Chapter 18: Access from Afar
Chapter 19: Info. from Dow Jones
Chapter 20: On-line Help
Chapter 21: Using Lotus Express

Chapter 22: Lotus Express Advanced
Services
Chapter 23: Using Desktop Express
Chapter 24: Other Software
for MCI Mail
Chapter 25: Thinking Big: MCI Mail
and Larger Systems
Chapter 26: The System and Security
and the Future
Appendix 1: MCI Mail Telephone Access
Numbers: U. S. and Canada

Appendix 2: Telex Country Codes and
Directories
Appendix 3: Where to find . . .
Appendix 4: MCI Mail Prices
Index
Quick Reference Card

The book includes a quick reference card, and a $10 discount coupon for another mailbox. You'll find THE COMPLETE MCI MAIL HANDBOOK at bookstores for $22.95. Or you can order it online at a 25% saving. At the Command: prompt type:
CREATE USING BOOK ORDER

and follow the instructions.

>>>>>
X.400
>>>>>

Global communications means delivering a message across town as well as across the ocean. Ironically, sending a message across town can be just as difficult as sending it across the ocean if a company has incompatible internal office automation systems or subscribes to different electronic mail systems within its departments. But shouldn't e-mail be as universal as the telephone?

Developed by the CCITT, an international standards body, X.400 is a series of recommendations that set guidelines or standards for transferring messages between electronic mail systems. The X.400 standards define, for example, the format of the "envelope" of a message so that it may be delivered successfully by all electronic mail systems which support X.400.

Electronic mail systems may include public systems, such as MCI Mail, or private systems, such as your company's internal mail system.

Perhaps sending an electronic mail message to anyone - regardless of the recipient's electronic mail system - is not as easy placing a telephone call to anyone in the world - yet. But it is MCI's goal and the goal of all serious electronic mail providers. MCI Mail already communicates with Compuserve and MISSIVE (from France).

Last year MCI Mail unveiled XChange 400, a gateway that allows our users to exchange messages with X.400 communities connected to our network. Sending messages to connected X.400 communities is easy, and follows the addressing conventions already familiar to you as an MCI Mail subscriber. MCI Mail - not

you - reformats the message so that it complies with the X.400 standards for delivery.

The EMS option lets you send messages to other X.400 electronic mail systems connected to MCI Mail.

A typical "EMS" message can be sent as follows:

1. At TO:, type the recipient's last name and the word EMS in parentheses. If more options are used, separate them with commas.

2. At EMS: type the name of the X.400 electronic mail system.

3. At MBX: type the recipient's given or first name as it is known on that mail system. Use the label GI= followed by the given name.

4. At the next MBX, type additional address information or press if the address is complete. Use the appropriate label before each part of the recipient's name and address. Valid labels are:

GI for Given or first name
IN for Initials
GE for Generation (example, Jr.)
OR for Organization
UN for Dept. or Division of Org.
5. Provide a complete address so the
destination system can deliver the message
to the recipient.

6. Complete the envelope as usual.

For Example:

```
====================================
TO:  Drake (EMS)

Enter name of mail system

EMS:  ABCMail
MBX:  GI=John
MBX:  OR=ABC Company
MBX:  UN=Marketing
====================================
```

MCI is firmly committed to the global electronic mail standard, X.400, the standard that will make universal electronic messaging a reality.

With MCI Mail, the solution to your global communications needs is here already. Let us show you how we can work with you to improve your business communications, and your bottom line. For more information on MCI Mail's X.400 service, message us at mailbox 218-0241.

>>>>>>>>>>>>>>>>>>>>>>
FROM OUR SISTER SERVICE
>>>>>>>>>>>>>>>>>>>>>>

If you use a fax machine for sending original documents (of course you use Fax Dispatch for sending computer generated text.... dont you?), MCI FAX offers a mix of services that will be of interest to you:

1. Toll Free Fax-allows others to fax to you on a special "800" fax line .

2. Customized and "Vanity" Numbers allow others to fax to your personalized fax number.

3. Management Reports provide detailed information about your fax messaging.

4. Remote Diagnostics allow MCI to test your line upon request, including test fax messages.

5. Billing in 6 second increments for best possible pricing.

6. Accounting codes help you distribute costs to the proper department or client account.

7. Best of all, MCI is offering a $100 credit for the first 60 days useage.

Message us at mailbox 218-0241 if you would like more information about MCI FAX

>>>>>>>>>>>>>>
Till Next Time
>>>>>>>>>>>>>>

Watch the flowers grow....

Gary.......
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